­­­ United Nations Population Fund

Website: [www.unfpa.org](http://www.unfpa.org)

# SECTION V: Bidding Forms

The following checklist is provided as a courtesy to Bidders. Please use this checklist while preparing the bid to ensure that your bid contains all required information. This checklist is for the Bidder’s internal reference and does not need to be submitted with the bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **ACTIVITY** | **LOCATION** | **YES / NO/**  **NOT APPLICABLE** | **REMARKS** |
| Have you read and understood all of the Instructions to Bidders in Section I of the bidding documents? | Section I |  |  |
| Have you reviewed and agreed to the UNFPA General Conditions of Contract? | Section III |  |  |
| Have you reviewed and agreed to the UNFPA Special Conditions for Contracts? | Section IV |  |  |
| Have you completed the Bid Confirmation Form? | Section V, 1 |  |  |
| Have you completed the Bid Submission Form? | Section V, 2 |  |  |
| Have you completed the Bidder’s Identification Form? | Section V, 3 |  |  |
| Have you completed the Performance Statement Form? | Section V, 4 |  |  |
| Have you completed the Product Item Overview Form? | Section V, 5 |  |  |
| Have you completed and signed the Price Schedule Form? | Section V, 6 |  |  |
| *[Delete if not applicable]* Have you completed the Joint Venture Partner Information Form? | Section V, 7 |  |  |
| Have you reviewed all of the relevant contract form(s)? | Section VI |  |  |
| *[Delete if not applicable]* Have you prepared a copy of your valid manufacturing license from the country of manufacturing? | Section 1, Sub-Clause 10.2, b. |  |  |
| *[Delete if not applicable]* Have you prepared a copy of your company’s registration in the country of operation? | Section I, Sub-Clause 10.2, b. |  |  |
| Have you prepared a copy of the previous year’s audited company Balance and Financial Statements? | Section I, Sub-Clause 10.2, d. |  |  |
| Have you provided written confirmation that your company is neither suspended by the United Nations system nor debarred by the World Bank Group? | Section I, Sub-Clause 2.4 |  |  |
| Have you prepared documentary evidence that the goods conform to the technical specifications and standards specified in Section II Technical Specifications and Schedule of Requirements? | Section I, Sub-Clause 10.3, a. |  |  |
| *[Delete if not applicable]*Have you prepared product catalogues containing pictures of the product(s)? | Section I, Sub-Clause 10.3, c. |  |  |
| *[Delete if not applicable]* Have you prepared the manufacturer’s technical product specifications or data sheets? | Section I, Sub-Clause 10.3, d. |  |  |
| *[Delete if not applicable]* Have you provided the results of any testing carried out on the products? | Section I, Sub-Clause 10.3, a. |  |  |
| *[Delete if not applicable]* Have you provided any copies of current certificates such as GMP/Quality, FSC/CPP, manufacturer’s ISO certificate for the product, manufacturer’s CE certificate, USA510k, Japan QS standard, etc. as stated in the Technical Specifications and Schedule of Requirements, in Section II? | Section I, Sub-Clause 10.3, g. |  |  |
| *[Delete if not applicable]* Have you provided a copy of the valid authorization letter issued by the manufacturer for each product, if you are not the manufacturer? | Section I, Sub-Clause 10.3, h. |  |  |
| Have you furnished a list of full particulars, regarding the available sources and current prices of space parts, special tools, etc., necessary for the proper and continuing functions of the goods within the Product Item Overview Form, Section V, 5? | Section I, Sub-Clause 10.3, i. |  |  |
| Have you provided a copy of any of your company’s environmental or social policies, and any related documentation? | Section I, Sub-Clause 10.4 |  |  |
| Have you reviewed the UN Global Compact requirements? | Section I, Sub-Clause 10.4 |  |  |
| Have you sealed and marked the bids according to Instructions to Bidders Clause 16 (hard copy bids) or Clause 17 (electronic bids)? | Section I, Sub-Clause 16 & 17 |  |  |
| If submitted electronically, is the file size of the bid less than 10MB? (If the file size is above 10MB, refer to Instructions to Bidders Sub-Clause 17.4) | Section I, Sub-Clause 17.4 |  |  |
| Have you noted the bid closing deadline? | Cover letter, #5 |  |  |
| Have you provided information on annual sales turnover during any one of the last three years to be at least equal to the contract value (from Financial Statements)? | Section I, Sub-Clause 32.3 Financial Capability, a. |  |  |
| *[Delete if not applicable]* Have you provided documentary evidence that the Bidder has successfully completed at least one similar contract within the last five years for supply of goods? | Section I, Sub-Clause 32.3 Financial Capability, c. |  |  |
| *[Delete if not applicable]* Have you provided contact details of commercial banks and names of contact persons from whom UNFPA could seek feedback? | Section I, Sub-Clause 32.3 Financial Capability, d. |  |  |
| *[Delete if not applicable]* Have you provided sufficient documentation of your company's ability to undertake the contract, i.e.,   * List of similar contracts executed for other clients including contract details. * Evidence that the Bidder possesses experience in the geographical area. * At least three years of experience in performing similar contracts. | Section I, Sub-Clause 32.3 Experience & Technical Capacity, b. |  |  |
| *[Delete if not applicable]* Have you provided sufficient documentation of your company’s managerial capability?   * Details of company’s managerial structure. * Quality assurance systems in place. | Section I, Sub-Clause 32.3 Experience & Technical Capacity, c. |  |  |
| *[Delete if not applicable]* Have you demonstrated that your company has manufactured and satisfactorily supplied similar goods to a similar extent of the quantity as mentioned against each schedule during any one of the last three years and the goods should have been in use satisfactorily with no adverse report? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, d. |  |  |
| *[Delete if not applicable]* Have you supplied Client's certificates in support of the satisfactory operation of the goods as specified above? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, e. |  |  |
| *[Delete if not applicable]* Have you supplied data to support that your company has production capacity to perform the contract and complete the supplies within the stipulated delivery period or data to support that it has an installed annual production capacity for the specific item to match the quantities required? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, f. |  |  |
| *[Delete if not applicable]* Have you provided evidence that your company is in the continuous business of manufacturing/supplying and providing after sale services for goods similar to those offered during the last three years prior to bid opening date? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, g. |  |  |
| *[Delete if not applicable]* Have you provided a brief write-up, backed up with adequate data, explaining available capacity and experience in the manufacture and supply of the required products within the specified time of completion after meeting all their current commitments? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, h. |  |  |
| *[Delete if not applicable]* Have you provided confirmation that all the facilities exist at the factory for inspection and testing and that these facilities will be made available to the purchaser or his representative for inspection? | Section I, Sub-Clause 32.3 Experience & Technical Capacity,i. |  |  |
| *[Delete if not applicable]* Have you disclosed any instances of previous past performance that may have resulted in adverse actions taken against the Bidder and the manufacturers whose products are being offered by the Bidder, in the last five years? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, j. |  |  |
| *[Delete if not applicable]Have you given a list of full particulars, including available sources and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the equipment for a reasonable period of time following the installation?* | Section I, Sub-Clause 32.3 Experience & Technical Capacity, k. |  |  |
| *[Delete if not applicable]* Have you provided any legally enforceable authorization from the manufacturer assuring full guarantee and warranty obligations as per the tender conditions for the goods offered? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, l. |  |  |
| *[Delete if not applicable]* Have you provided documentation of your company’s experience, as authorized by the manufacturers, in supplying and providing after sales service for similar goods to the extent of at least 20 percent of the quantities indicated in the tender requirements in any one of the last three years (and that the goods have been in satisfactory operation)? | Section I, Sub-Clause 32.3 Experience & Technical Capacity, m. |  |  |

# 1. Bid Confirmation Form

|  |  |  |
| --- | --- | --- |
|  |  | Date: |
| To: | UNFPA  *[Insert name of Office & contact person]* | Fax/email: *bongiorno@unfpa.org* |
| From: | *[Company name]* |  |
|  | *[Contact person]* |  |
|  | *[Telephone]* |  |
|  | *[Email address]* |  |
|  | *[Postal address]* |  |
| Subject: | ITB No.: UNFPA*/CC/YY/NNN* | |

YES, we intend to submit an bid.

NO, we are unable to submit a bid in response to the above mentioned Invitation to Bid due to the following reason(s):

( ) The requested products and services are not within our range of supply

( ) We are unable to submit a competitive bid for the requested products at the moment

( ) The requested products are not available at the moment

( ) We cannot meet the requested specifications

( ) We cannot offer the requested type of packing

( ) We can only offer FCA prices

( ) The information provided for quotation purposes is insufficient

( ) Your ITB is too complicated

( ) Insufficient time is allowed to prepare a quotation

( ) We cannot meet the delivery requirements

( ) We cannot adhere to your terms and conditions (please specify: payment terms, request for performance security, etc)

( ) We do not export

( ) Our production capacity is currently full

( ) We are closed during the holiday season

( ) We had to give priority to other clients’ requests

( ) We do not sell directly, but through distributors

( ) We have no after-sales service available in the recipient country

( ) The person handling bid is away from the office

( ) Other (please specify)

**If UNFPA has questions to the Bidder concerning this NO BID, UNFPA should contact Mr./Ms.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, phone/email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, who will be able to assist.**

# 2. Bid Submission Form

*[The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.]*

**Date:** *[insert date (as day, month and year) of Bid Submission]*

**ITB No.:** UNFPA/CC/YY/NNN

To: Alice Bongiorno, UNFPA

Dear Sir / Madam,

We the Undersigned have examined and have no reservations to the Bidding Documents No. UNFPA/CC/YY/NNN and amendments We hereby offers to supply, in conformity with the Bidding Documents and in accordance with the Delivery Schedules specified in the Schedule of Requirements, the following goods and related services \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ which are subject to UNFPA General Conditions of Contract and other terms and conditions as specified in the document.

We agree to abide by this bid for a period of [*Select between 30-90 days depending on the type of good/commodity*] days from the date fixed for opening of bids in the Invitation to Bid, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

We have no conflict of interest in accordance with Instructions to Bidders Sub-Clause 2.3;

Our firm, its affiliates or subsidiaries—including any subcontractors or suppliers for any part of the contract—have not been declared ineligible by UNFPA, in accordance with Instructions to Bidders Sub-Clause 2.4;

We understand that you are not bound to accept the lowest evaluated bid or any other bid that you may receive.

Dated on .............day of ......................................[*year*].

|  |  |
| --- | --- |
| Signature: | ………………………………………………………………  [*insert signature of person whose name and capacity are shown]* |
| In the capacity of: | ………………………………………………………………  *[insert legal capacity of person signing the Bid Submission Form]* |
| Name: | ………………………………………………………………  *[insert complete name of person signing the Bid Submission Form]* |
| Company: | ………………………………………………………………  *[insert name of company]* |

# 3. Bidders Identification Form

Bid No. UNFPA/CC/YY/NNN

1. **Organization**

|  |  |
| --- | --- |
| Company/Institution Name |  |
| Address, City, Country |  |
| Telephone/FAX |  |
| Website |  |
| Date of establishment |  |
| **Legal Representative**: Name/Surname/Position |  |
| **Legal structure**: natural person/Co.Ltd, NGO/institution/other (please specify) |  |
| **Organizational Type**: Manufacturer, Wholesaler, Trader, Service provider, etc. |  |
| Areas of expertise of the organization |  |
| Current Licenses, if any, and permits (with dates, numbers and expiration dates) |  |
| Years supplying to UN organizations |  |
| Years supplying to UNFPA |  |
| Production Capacity |  |
| Subsidiaries in the region (please indicate names of subsidiaries and addresses, if relevant to the bid) |  |
| Commercial Representatives in the country: Name/Address/Phone (for international companies only) |  |

1. **Quality Assurance Certification**

|  |  |
| --- | --- |
| International Quality Management System (QMS) |  |
| List of other ISO certificates or equivalent certificates |  |
| Presence and characteristics of in-house quality control laboratory (if relevant to bid) |  |

1. **Expertise of Staff**

|  |  |
| --- | --- |
| Total number of staff |  |
| Number of staff involved in similar supply contracts |  |

1. **Contact details of persons that UNFPA may contact for requests for clarification during bid evaluation**

|  |  |
| --- | --- |
| Name/Surname |  |
| Telephone Number (direct) |  |
| Email address (direct) |  |

P.S.: This person must be available during the next two weeks following receipt of bid

# 4. Performance Statement Form

(For the last five years)

Bid No. UNFPA/CC/YY/NNN

Name of Bidder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Order No. & Date** | **Client** | **Contact person/phone** | **Description & quantities of ordered items** | **Value of order (USD)** | **Date of completion** | | **Satisfactory completion** |
| **As per contract** | **Actual** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

To be attached: Documentary evidence (client’s letter or certificate) in support of satisfactory completion of above orders.

|  |  |
| --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature and seal of the Bidder | Date |
|  |  |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Countersigned by and seal of Chartered Accountant | Date |

# 5. Product Item Overview Form

|  |  |  |  |
| --- | --- | --- | --- |
| Item No. | Description and minimum /mandatory specifications *[Detailed description to be completed by UNFPA]* | Description of items offered and Bidder’s statements on deviations (To be completed by the Bidder) | Compliant? (Y/N) (To be completed by UNFPA during evaluation) |
| 1 | [...] |  |  |
| 2 | [...] |  |  |
| 3 | [...] |  |  |
| ... |  |  |  |

*(Use the spreadsheet “Product Item Overview Form.xls” if a large number of items need to be compared.)*

# 6. Price Schedule Form

# Please refer to Annex II – Price Schedule Form attachment on UNGM

# 

2. **7. Joint Venture Partner Information Form**
3. *[The Bidder shall fill in this Form in accordance with the instructions indicated below.]*
4. Date: *[insert date (as day, month and year) of Bid Submission*]
5. ITB No.: UNFPA/CC/YY/NNN
6. Page \_\_\_\_\_\_\_\_ of \_\_\_\_\_\_ pages

|  |
| --- |
| 1. Bidder’s Legal Name: *[Insert Bidder’s legal name]* |
| 2. JV’s Party Legal Name: *[Insert JV’s Party legal name]* |
| 3. JV’s Party Country of Registration: *[Insert JV’s Party country of registration]* |
| 4. JV’s Party Year of Registration: *[Insert JV’s Part year of registration]* |
| 5. JV’s Party Legal Address in Country of Registration: *[Insert JV’s Party legal address in country of registration]* |
| 6. JV’s Party Authorized Representative Information  Name: *[Insert name of JV’s Party authorized representative]*  Address: *[Insert address of JV’s Party authorized representative]*  Telephone/Fax numbers: *[Insert telephone/fax numbers of JV’s Party authorized representative]*  Email Address: *[Insert email address of JV’s Party authorized representative]* |
| 7. Attached are copies of original documents of:*[Check the box(es) of the attached original documents]*  € Articles of Incorporation or Registration of firm named in 2, above, in accordance with Instructions to Bidders Sub-Clauses 3.1 and 3.2.  € JV Agreement, or letter of intent to enter into such an Agreement, signed by the legally authorized signatories of all the parties |



# SECTION VI: Contract Forms

# Bank Guarantee for Advance Payment

*[Insert one of the following: No advance payment shall be made. / The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated.]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

ITB No: UNFPA/CC/YY/NNN

*[bank’s letterhead]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**ADVANCE PAYMENT GUARANTEE No.:** *[insert Advance Payment Guarantee no.]*

We, *[insert legal name and address of bank],* have been informed that *[insert complete name and address of Supplier]* (hereinafter called "the Supplier") has entered into Contract No. *[insert number]* dated *[insert date of Agreement]* with you, for the supply of *[insert types of goods to be delivered]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the contract, an advance is to be made against an advance payment guarantee.

At the request of the supplier, we hereby irrevocably undertake to pay you any sum or sums not exceeding in total an amount of *[insert amount(s)[[1]](#footnote-1) in figures and words]* upon receipt by us of your first demand in writing declaring that the supplier is in breach of its obligation under the Contract because the supplier used the advance payment for purposes other than toward delivery of the goods.

It is a condition for any claim and payment under this guarantee to be made that the advance payment referred to above must have been received by the Supplier on its account *[insert number* *and domicile of the account]*

This guarantee shall remain valid and in full effect from the date of the advance payment received by the supplier under the contract until *[insert date[[2]](#footnote-2)].*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_   
*[signature(s) of authorized representative(s) of the bank]*

# Performance Security

*[Insert one of the following: No Performance Security shall be requested.*

*Or*

*The bank, as requested by the successful Bidder, shall fill in this form in accordance with the instructions indicated]*

Date: *[insert date (as day, month, and year) of Bid Submission]*

ITB No. and title*: [insert no. and title of bidding process]*

Bank’s Branch or Office: *[insert complete name of Guarantor]*

**Beneficiary:** *[insert legal name and address of UNFPA]*

**PERFORMANCE GUARANTEE No.:** *[insert Performance Guarantee number]*

We have been informed that *[insert complete name of Supplier]* (hereinafter called "the Supplier") has entered into Contract No*. [insert number]* dated *[insert day and month], [insert year]* with you, for the supply of *[description of Goods and related Services]* (hereinafter called "the Contract").

Furthermore, we understand that, according to the conditions of the Contract, a Performance Guarantee is required.

At the request of the Supplier, we hereby irrevocably undertake to pay you any sum(s) not exceeding *[insert amount(s)[[3]](#footnote-3) in figures and words]* upon receipt by us of your first demand in writing declaring the Supplier to be in default under the Contract, without cavil or argument, or your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This Guarantee shall expire no later than the *[insert number]* day of *[insert month]* *[insert year]*,*[[4]](#footnote-4)* and any demand for payment under it must be received by us at this office on or before that date.

This guarantee is subject to the Uniform Rules for Demand Guarantees, ICC Publication No. 458, except that subparagraph (ii) of Sub-article 20(a) is hereby excluded.

*[signatures of authorized representatives of the bank and the Supplier]*

# Contract Forms

The following sample contract forms are available on the [UNFPA procurement website](http://www.unfpa.org/public/home/procurement/pid/8875):

1. Purchase Order
2. Contract for Professional Services
3. Long Term Agreement

**----------**

1. *The bank shall insert the amount(s), either in the currency(ies) of the contract or a freely convertible currency acceptable to UNFPA.* [↑](#footnote-ref-1)
2. *Insert the delivery date stipulated in the contract delivery schedule. UNFPA should note that in the event of an extension of the time to perform the contract, UNFPA would need to request an extension of this guarantee from the bank. Such request must be in writing and must be made prior to the expiration date established in the guarantee. In preparing this guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this guarantee for a period not to exceed [six months/one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiry of the guarantee.”* [↑](#footnote-ref-2)
3. *The Bank shall insert the amount(s) specified in the SCG and denominated, as specified in the SCG, either in the currency(ies) of the Contract or a freely convertible currency acceptable to UNFPA.* [↑](#footnote-ref-3)
4. *UNFPA should note that in the event of an extension of the time to perform the Contract, UNFPA would need to request an extension of this Guarantee from the Bank. Such request must be in writing and must be made prior to the expiration date established in the Guarantee. In preparing this Guarantee, UNFPA might consider adding the following text to the Form, at the end of the penultimate paragraph: “We agree to a one-time extension of this Guarantee for a period not to exceed [six months] [one year], in response to UNFPA’s written request for such extension, such request to be presented to us before the expiry of the Guarantee.”* [↑](#footnote-ref-4)